

[| NODIS Library](#) | [Property, Supply and Equipment\(4000s\)](#) | [Search](#) |

# NASA Procedural Requirements

**NPR 4300.1A**

Effective Date: July 19, 1999

Expiration Date: July 19,  
2011**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

---

## **Subject: NASA Personal Property Disposal Procedural Requirements (Revalidated 2/17/06 with Change 1)**

**Responsible Office: Logistics Management Division**

[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [ALL](#) |

Effective Date: July 19, 1999

### **PREFACE**

#### **P.1 Purpose**

This National Aeronautics and Space Administration (NASA) Procedural Requirements (NPR) 4300, "NASA Personal Property Disposal Procedures and Guidelines" serves as a guide to achieve the policy held within the NASA Policy Directive (NPD) 4300.1. This document offers procedural guidance to NASA Centers for the utilization and disposal management of NASA-owned excess, surplus, and exchange/sale personal property. Centers are encouraged to customize disposal management procedures to meet local requirements. This document should be viewed as a supplement to the Federal Regulations and procedures for utilization, donation, and sales, by which all Federal agencies must comply.

#### **P.2 Applicability**

This document applies to NASA Headquarters and NASA Centers, including Component Facilities, to JPL and other NASA contractors to the extent specified in contracts, and to NASA-owned personal property wherever located. When the provisions of this NASA document covering property utilization and disposal conflict with specific provisions of Federal personal property laws, international agreements, or Federal Governmentwide policy or procedures (i.e. Executive Orders, Federal Property Management Regulations, Federal Acquisition Regulations, Office of Management and Budget Circulars) the provisions of the latter documents will prevail.

#### **P.3 Authority**

This document is issued by the NASA Headquarters Logistics Management Division, Office of Infrastructure and Administration. It establishes guidance and procedures relating to the utilization and disposal of NASA-owned equipment. The authority for its issuance is contained in many Federal laws and Governmentwide policy documents, the predominate being as follows:

- a. 42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C. 483, 484, 485, 511, 512, 513, and 514, Sections 202, 203, 204, 401, 402, 403, and 404 of the Federal Property and Administrative Services Act of 1949, as amended.
- c. 41 CFR Chapter 101, "Federal Property Management Regulations" (FPMR), Subchapter H, "Utilization and Disposal."
- d. Federal Acquisition Regulation (FAR) Part 45, 48 CFR Part 45, and NASA FAR Supplement (NFS) Part 1845, 48 CFR 1845, "Government Property."

#### **P.4 References**

- a. 42 U.S.C. 2473(c)(3), Section 203(c)(3) of the National Aeronautics and Space Act of 1958, as amended.
- b. 15 U.S.C. 638, Section 2(9) of the Small Business Act, Public Law (Pub. L.) 85-536 (1958), as amended by the Small Business Innovation Development Act of 1982, Pub. L. 97-219, the Small Business Research and Development Enhancement

Act of 1992, Pub. L. 102-564, and other statutes.

c. 15 U.S.C. 3701 et seq., the Stevenson-Wydler Technology Innovation Act of 1980, as amended.

d. 15 U.S.C. 3710(i), "Research equipment."

e. 22 U.S.C. 2174 and 2357, Sections 214 and 607 of the Foreign Assistance Act of 1961, as amended.

f. The Omnibus Appropriations Act, 1997, Pub. L. 104-208, Title VI, "Departments, Agencies, and Corporations," Section 608. (This provision, which allows for Federal agencies to retain 100 percent of sales proceeds from recyclable property, applies only to fiscal year 1997. In order to determine whether an analogous provision is applicable to any future fiscal year, the Government-wide section in the appropriations act for that fiscal year must be consulted.)

g. Executive Order 13101, dated September 17, 1998, "Greening the Government through Waste Prevention, Recycling, and Federal Acquisition."

h. Executive Order 12999, dated April 17, 1996, "Educational Technology: Ensuring Opportunity for All Children in the Next Century," 3 CFR (1996 Compilation).

i. Office of Management and Budget Circular A-110, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," Sections 30-37.

j. Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 93-1 (Reissued), "Management Oversight of Service Contracting," dated May 18, 1994.

k. Office of Management and Budget, Office of Federal Procurement Policy, Policy Letter No. 92-1, "Inherently Governmental Functions," dated September 23, 1992.

l. NASA Policy Directive 4300.1, "NASA Personal Property Disposal Policy."

m. Interservice Support Agreement/Memorandum of Understanding (MOU) for Precious Metals Recovery, dated May 4, 1998.

## **P.5 Cancellation**

NPR 4300.1, "NASA Personal Property Disposal Manual"

/s/ Jeffrey E. Sutton  
Assistant Administrator for  
Infrastructure and Administration

**DISTRIBUTION:**  
NODIS

---

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |  
[Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) |  
[AppendixD](#) | [AppendixE](#) | [ALL](#) |

| [NODIS Library](#) | [Property, Supply and Equipment\(4000s\)](#) | [Search](#) |

**DISTRIBUTION:**  
NODIS

---

**This Document Is Uncontrolled When Printed.**  
Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---